

REASSIGNMENT RECORDS CHECKLIST

For use of this form, see AR 600-8-101; the proponent agency is DCSPER

A. NAME (Last, First, MI)	B. SSN	C. GRADE OR RANK/PAY GRADE
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INSTRUCTIONS

Indicate the presence of the following records, documents, and items in the soldier's MPRJ or possession by checking "Yes". If absent, check "No". If not applicable, enter "NA". (This form will be prepared in two copies by the Outprocessing Clerk. Original - Place in the Action Pending section of the soldier's MPRJ. Copy - Place in the soldier's reassignment file)

OUT-PROC.		D. MILITARY PERSONNEL RECORDS JACKET (DA FORM 201) RECORD, DOCUMENT, OR ITEM	IN-PROC.	
YES	NO		YES	NO
		1. DA Form 2 (Personnel Qualification Record, Part 1).		
		2. DA Form 2-1 (Personnel Qualification Record, Part 2).		
		3. VA Form 29-8286 (Servicemen's Group Life Insurance Election).		
		4. DA Form 31 (Request and Authority for Leave) Original Copy .		
		5. DA Form 78 (Recommendation for Promotion of Officer).		
		6. DD Form 93 (Record of Emergency Data).		
		7. DA Label 164 (Nuclear/Chemical Personnel Record Label). Mandatory for all Soldiers being reassigned to duty positions in the PRP/CPRP Program		
		8. DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)). Mandatory for all Soldiers who are Qualified to Operate an Army Vehicle other than full track combat vehicles, possess SF Form 46 (United States Government Motor Vehicle Operator's Identification Card) or Possess a MOS Requiring the Operation of an Army Motor Vehicle Other than Full Track Combat Vehicles.		
		9. DA Form 669 (Educational Development Record)		
		10. DA Form 873 (Certificate of Clearance and/or Security Determination). Mandatory if Absent or if for an Interim Clearance Only. A Copy of one of the Following Must be Present as Evidence that an Investigation or Final Clearance has been Requested (Listed in Precedence): ____ a. DD Form 1879 (Request for Personnel Security Investigation). A Copy of DD Form 398-2 or DIS Form 1 may be Present and Should be Withdrawn until Final Clearance is Received. ____ b. DD Form 398-2 (Personnel Security Questionnaire (National Security Check)). ____ c. DIS Form 1 (Report of NACIENTRAC (RON)). ____ d. DA Form 5247-1 (Request for Security Determination). May be Alone or Supported by DD Form 398-2 or DIS Form 1 or May be in Message Format.		
		11. DD Form 1172 (Application for Uniformed Services Identification and Privilege Card). Ensure Application(s) for all Eligible Family Member(s) are Current and Accurate. Any Changes to Family Member Status Should be Reported to the MILPO for Appropriate Defense Enrollment Eligibility Reporting System (DEERS) Maintenance Processing and/or ID Card Issue if Applicable as Prescribed by AR 640-3).		
		12. DA Form 1306 (Statement of Jump and Loading Manifest). Mandatory for all Soldiers Possessing PMOS 43E or an SQI or ASI Indicating Jump Qualification.		
		13. DA Form 1307 (Individual Jump Record). Mandatory for all Soldiers Possessing PMOS 43E or a SQI Indicating Jump Qualification.		
		14. DA Form 1315 (Reenlistment Data). Mandatory for Soldiers in Grades E6 and Below.		
		15. DA Form 2166-7 (Enlisted Evaluation Report). For Period _____ to _____ Forwarded to USAREC on _____. Blanks must be Filled in For All Soldiers. Copy of DA Form 2166-7 is Filed in the MPRJ for Pay Grades E5 or E4 Reduced from E5.		
		16. DA Form 3068 (Marine Service Record). Mandatory for all Soldiers with Less Than 6 Months Active Duty Service.		
		17. DA Form 3078 (Personnel Clothing Request). Mandatory for Soldiers with Less Than 6 Mos. Active Duty Service.		
		18. DA Form 3180 (Personnel Screening and Evaluation Record). Mandatory for Soldiers Assigned or Projected for Assignment to PRP or CPRP Positions. Soldiers Classified in Nuclear or Chemical Related MOS or SSI, and Soldiers Disqualified for PRP or CPRP Assignment. NOTE: Ensure that a copy is filed in the Medical Record (DA Form 3444 Series)		
		19. DA Form 3955 (Change of Address and Directory Card).		
		20. DA Form 3475-R (Diving Duty Summary Sheet). Mandatory for all Soldiers Performing Duties Described in AR 611-75.		
		21. DA Form 3479-1 (Controller Evaluation). Mandatory for all Soldiers Performing Duties Described in TM 95-200.		
		22. DA Form 3513 (Individual Flight Records Folder, United States Army). Mandatory for Soldiers Possessing PMOS, SSI, SQI, or ASI Requiring Flight.		

OUT-PROC.		D. MILITARY PERSONNEL RECORDS JACKET <i>(DA FORM 201)</i> RECORD, DOCUMENT, OR ITEM	IN-PROC.	
YES	NO		YES	NO
		23. DA Form 3626 <i>(Vehicle Registration and Driver Record)</i> .		
		24. DA Form 3645 <i>(Organization Clothing and Equipment Record)</i> .		
		25. DA Form 4036-R <i>(Medical and Dental Preparation for Overseas Movement)</i> . Mandatory for all Soldiers Being Reassigned Overseas Only.		
		26. DA Form 4037 <i>(Officer Record Brief)</i> .		
		27. DA Form 3355 <i>(Recommendation for Promotion)</i> . Mandatory for all Soldiers on Promotion List to Pay Grades SGT, or SSG, Only. DA Form 4187 for Grades PF1, PF2, and PFC1 who Become Eligible for Advancement While in a Transit Status, or DA Form 78 for Grades 2LT and WO1 who Become Eligible for Promotion After Departure.		
		28. TDY Cards. Mandatory. Also, Cards for any TDY Enroute Destination(s) Must be Present.		
		29. DA Form 5287-R <i>(Training Record Transmittal Jacket)</i> . Minimum Documents will be DA Form 3595 <i>(Record Fire Scorecard)</i> and DA Form 705 <i>(PT Card)</i> .		
		30. Job Book.		
		31. DA Form 550 <i>(Language Proficiency Questionnaire)</i> .		

HEALTH AND DENTAL RECORDS *(DA FORM 3444 SERIES)*

		32. DA Label 162 <i>(Emergency Medical Identification Symbol)</i> . Mandatory for all Soldiers Issued a Medical Warning Tag.		
		33. SF 601 <i>(Health Record - Immunization Record)</i> . Cross Check Against PHS Form 731.		
		34. DA Form 3349 <i>(Physical Profile Board Proceedings)</i> . Cross Check Against DA Form 4036-R for Evidence of Physical Profile.		
		35. DA Form 4515 <i>(Personnel Reliability Program Record Identifier)</i> . Mandatory for all Soldiers Assigned or Projected for Assignment to PRP Positions.		
		36. Weight Control Program Documents.		
		37. MOS Medical Retention Board <i>(MMRB)</i> . Mandatory for all Soldiers who have a Permanent Physical Profile with a "3" or "4" in the Physical Profile Serial.		
		38. HIV Screening <i>(Check DA Form 4036-R or Medical Records)</i> .		

SOLDIER

		39. DD Form 2A <i>(Active Duty Military ID Card)</i> . Ensure that Information on the ID Card is Accurate and Up to Date.		
		40. DA Form 31 <i>(Request and Authority for Leave)</i> . Individual Copy.		
		41. PHS Form 731 <i>(International Certificate of Vaccination)</i> . Cross Check Against SF 601.		
		42. SF 1169 <i>(U.S. Transportation Request)</i> or DD Form 1482 <i>(MAC Transportation Authorization)</i> .		
		43. DD Form 1854 <i>(U.S. Customs Accompanied Baggage Declaration)</i> . Mandatory for all Soldiers Traveling from Overseas to CONUS Only.		
		44. DA Form 4600 <i>(Travelope)</i> . Mandatory for all Soldiers Traveling Overwater Only.		
		45. Identification Tags <i>(2 Each)</i> .		
		46. Spectacles <i>(2 Pairs Each)</i> . Cross Check Against DA Form 4036-R		
		47. Protective Mask Spectacle Insert <i>(1 Pair Each)</i> . Cross Check Against DA Form 4036-R.		
		48. Hearing Aids <i>(2 Each)</i> . Cross Check Against DA Form 4036-R.		
		49. Medical Warning Tag. Mandatory for Soldiers with DA Label 162 Affixed to Their Health and Dental Records.		
		50. Passport and Visa.		
		51. NATO Travel Orders. Mandatory for all Soldiers Assigned to or Traveling Through a Country Identified in AR 310-10, Chapter 3.		
		52. Reassignment Order.		
		53. DA Form 5305-R <i>(Statement of Understanding and Responsibility)</i> .		

54. SIGNATURE OF OUTPROCESSING SOLDIER

55. DATE

56. SIGNATURE OF OUTPROCESSING OFFICIAL

57. DATE

58. SIGNATURE OF INPROCESSING OFFICIAL

59. DATE